

MEMORANDUM

OFFICE OF THE CLERK OF COURT
UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF NORTH CAROLINA

TO: Persons Attempting to Initiate Lawsuits in this Court

FROM: Michael D. Brooks, Acting Clerk

RE: Filing Requirements

In order to file an action in this court, you must submit the following:

1. A complaint, which is a short and plain statement of the reason the court has jurisdiction, the facts showing that you are entitled to relief, and the type of relief you demand (pursuant to Rule 8, Federal Rules of Civil Procedure). You must submit the original and one copy for yourself, as well as a copy for each person you have named as a defendant.

2. Three summons for each defendant, directing the defendant to answer within twenty days of service, unless the defendant is an agency of the United States Government, in which case they have sixty days to answer.

3. A \$350.00 filing fee. To demonstrate to the court that you are indigent and request that the fee be waived, you may file a motion to proceed in forma pauperis.

4. Form FS-44 Civil Cover Sheet.

5. Financial Disclosure Form pursuant to Federal Rules of Civil Procedure 7.1

All forms are available to the public on the Court's web site [www.nced.uscourts.gov] and in the Clerk's Office.